

Arts Challenge Grant

Purpose

Arts Challenge Grants provide assistance to South Dakota's eligible nonprofit arts organizations for a two-year period.

The Arts Challenge Grants are offered on a competitive basis with application review criteria based on the long-range planning goals of the South Dakota Arts Council. The state's eligible arts agencies are challenged to commit to these goals for statewide arts development through this funding program. The long-range goals of the State Arts Council are explained in more detail on page 2 of this Guide To Grants.

Following the goals of the South Dakota Arts Council, the funding category is designed to:

- Enhance quality of life and economic development through the arts.
- Promote public awareness and support of the arts.
- Advance the arts as essential to education and life-long learning.
- Strengthen arts organizations.
- Encourage and support artists.
- Ensure accessibility to the arts.

Eligible

Arts Challenge Grants may be awarded to South Dakota nonprofit arts institutions and organizations, including local arts councils, which have their own board of directors and are designated federally tax-exempt under IRS Section 501(c)(3), or are permanently under the auspices of a nonprofit qualified organization.

All applicants must have been in existence a minimum of four years, have a paid professional administrator, a broad base of support and an arts season of at least four programs throughout the year. A minimum eligible cash operating expense of \$35,000 for the most recently completed fiscal year must be documented on the Arts Challenge Grant Budget Information form on page 101.

Organizations not meeting the eligibility requirements for an Arts Challenge Grant may apply for a Project Grant.

Ineligible

Organizations whose sole purpose is to produce an arts fair or festival or to present a series of imported performing arts events are not eligible for Arts Challenge Grants.

Historical museums are not eligible for Arts Challenge Grant support. They may, however, apply for Project Grants in support of appropriate arts programming.

Challenge Grant recipients are not eligible to apply for Project Grants.

Deadline

The next deadline for Arts Challenge Grant applications is March 1, 2007. Grant awards will be announced in May for the fiscal year starting July 1, 2007. Late applications will not be accepted. Please keep in mind that many post offices will not postmark after 5 p.m. Contact your postmaster if you have questions. Applications may be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on March 1, 2007. Applications submitted by facsimile (FAX) machine will not be accepted.

Arts Challenge Grants will be awarded on an annual basis for a two-year period (July 1, 2007 – June 30, 2008 and July 1, 2008 – June 30, 2009). Arts organizations applying for an Arts Challenge Grant in 2007 may not reapply until March 1, 2009.

Grant Amount

Applicants may request up to 10% of the organization's eligible cash operating expenses as verified on the financial statement submitted with the application. Due to the state arts agency's budgetary limitations and the competitive application process, grant awards may be below the 10% level of an applicant's eligible cash operating expenses.

During the review process by the State Arts Council's Multi-Disciplinary Panel, Arts Challenge Grant applications from organizations with budgets under \$500,000 will be reviewed together as a group. Applicants with budgets over \$500,000 will be reviewed as a group. Due to the demands on the Arts Challenge Grant category budget, it may be necessary for the South Dakota Arts Council to establish a grant cap or maximum grant (as has been the case in years past).

Arts Challenge Grant recipients receive the same award each year for a two-year period (fiscal years 2008 and 2009) pending federal and state appropriations. Should appropriations be increased, reduced or eliminated, second year grant awards will reflect such action.

Funds may be requested as needed throughout each fiscal year. The annual final payment (10% of grant) will be made upon receipt of an evaluation each fiscal year. Grant funds may be used for **general operating assistance**.

Criteria for Awarding Grants

Applications are reviewed by a multi-disciplinary panel and the Council with consideration given to the applicant's demonstrated ability to:

- Enhance quality of life and economic development through the arts by using planning, programming and services involving community partners.
- Promote public awareness and support of the arts.
- Advance the arts as essential to education and life-long learning through arts programming for K-12 students and/or life-long learning arts experiences.
- Strengthen the applicant arts organization through grant support.
- Encourage and support artists through programming and service.
- Help ensure accessibility to the arts through arts programming and services.

During the grants making process, the State Arts Council will also take into consideration:

1. Quality of the organization's programs and services.
2. Planning by the organization.
3. Diversified income from both private and public sources in the applicant's budget.
4. A grant proposal that is clearly worded and easy to read.

Application Procedure

Applicants must submit:

- One signed copy of the **application form** on pages 99-101.
 - Before completing the application form, read the Glossary on pages 12-13 and Grant Application Codes on pages 14-17.
 - A summary of the applicant organization's mission and goals must be provided in the space provided on the application form.
- One single-side copy of an **application narrative**, up to 6 pages in length. Within the narrative, restate and answer each of the following 6 questions which follow the competitive Criteria for Awarding Grants.

1. How and to what extent is your organization involved with partnerships to enhance the quality of life and economic development of your community or area through planning, programming and services that involve the arts? *(Include partnerships your organization has formed with both arts and non arts groups that deal with community development at the local level and/or the identified service area of your organization which may be regional, statewide or multi-state.)*
2. How does your organization promote public awareness and support of the arts? *(Include your organization's activities that promote visibility, advocacy and awareness of the arts to the general public.)*
3. How does your organization help advance the arts as essential to education through arts programming for K-12 students and/or life-long learning arts experiences? *(Include programs in K-12 schools along with classes and educational opportunities your organization provides for young people and adults.)*
4. In what ways will Arts Challenge Grant funds strengthen the current operations of your organization in the next two years? *(It is not the intention of the funding category for applicants to propose new activities or projects for a Challenge Grant.)*
5. How does your arts organization encourage and support artists through programming and service? *(Include direct and indirect financial support as well as professional development opportunities provided by your organization for artists.)*
6. By what means does your arts organization ensure accessibility to the arts through arts programming and service to under-served communities? *(Include programming, services and outreach to South Dakotas under-served populations including rural residents, Native Americans, other minority groups, people with disabilities, senior citizens, and low income individuals.)*

Documentation:

The application must be accompanied by support materials that document the quality of the organization's programs and services, planning by your organization, and diversified income from both private and public sources in applicant's budget.

To demonstrate the quality of the organization's programs and services, submit:

- Two copies of up to 5 program brochures or equivalent documentation from the current year's arts programming and services.
- One single-side list of the principal administrative and artistic staff by name, title and current annual salary.
- One single-side list of the current board of directors, with addresses and occupations.

To demonstrate planning by your organization, submit:

- One single-sided listing of planned activities for the next fiscal year.
- One single-sided copy of the organization's long-range plan. If not submitted, it will be assumed that a long-range plan does not exist. The quality of the plan will be part of the competitive review process for the Arts Challenge Grant category. South Dakota Arts Council firmly believes that organizations applying in this category should be operating under a strategic long-range plan that covers multi years. Your organization's plan should include a mission or vision statement, goals (e.g. "advance arts education") and strategies (e.g. "offer quality visual arts activities for youth in the community") to achieve the goals. Strategies should be supported by specific activities (e.g. "establish visual arts camp for 30 students in grades K-5 in

July 2007 using two local artists as teachers”) that are well thought out as to timeline and who will accomplish them. A simple listing of activities or “dream” projects is NOT viewed as good long-range planning and will not help with the competitive review. Technical assistance in developing a long-range plan is available through South Dakotans for the Arts Technical Assistance Group (TAG) Program. Sample long-range plans are available upon request.

For **financial review** along with demonstration of diversified income from both private and public sources in applicant’s budget, submit:

- One copy of the applicant’s year-end financial statement signed by treasurer or appropriate authorizing official. The financial statement is subject to audit by the State of South Dakota and National Endowment for the Arts and must cover the most recent accounting period ending before January 1 of the current year.
- On the financial statement, applicant must cross-reference line items on the South Dakota Arts Council budget information form (page 2 of Application) to the organization’s financial statement. For example, all entries on the applicant’s year-end financial statement included under “A. Personnel” on the Arts Council budget information form should be identified with the letter “A” next to the entry. All entries on the applicant’s year-end financial statement included under “B. Space Rental” should be identified with the letter “B” next to the entry, etc. An accountant reviews financial statements submitted for Challenge Grant support for accuracy and eligibility of expenses.
- One copy of a listing of major contributions of \$500 or more from individuals, corporations, businesses, and foundations broken down by name and amount of gift for past fiscal year, to demonstrate the diversification of private fundraising.

Make a copy of the application packet for your files before submitting.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Annual evaluations are due within 30 days after the end of the each fiscal year. Narrative should give a brief description of the applicant’s activities for the year, rating (with explanation), number of events scheduled, number of individuals and youth benefiting, number of artists participating and financial report.

Subsequent grants are dependent upon receipt of completed evaluation report.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artsCouncil.sd.gov

Arts Challenge Grant Application

Read pages 95-98 for grant guidelines and follow the steps listed under Application Procedure.

Applicant Organization (Please type or print) _____ TIN Number _____

Address _____ City/State/Zip Code _____ County _____

Telephone _____ E-mail Address _____ Website _____

Contact Person _____ Daytime Phone _____ Evening or Message Phone _____

Address _____ City/Town _____ State _____ Zip _____

Project Title _____

Grant Application Codes (see Pages 14-17): Applicant Status _____ Applicant Institution _____ Applicant Discipline _____ Project Discipline _____ Type of Activity _____ Arts Education _____ Project Descriptors _____ Project Race _____ Grantee Race _____	Grant Period: _____	Grant Amount requested: _____ (Line P on Page 2 of application form)
	Start Date _____	_____
	End Date _____	_____
	Number of Individuals to Benefit: _____	_____
	Number of Children and Youth to Benefit: _____	_____
	Number of Artists Participating: _____	_____
	_____	_____

Summary of applicant organization's mission and goals. (Please use only the space provided.):

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms, Conditions and Guidelines as printed in the *SDAC Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process.

Authorizing Official: _____
Signature & Title _____ Date _____

Address _____ City/Town _____ Zip _____ Telephone _____

BUDGET INFORMATION

_____ Applicant Organization Cash balance at the beginning of the most recent fiscal year was \$ _____.

Invested as follows: \$ _____ in checking account. \$ _____ in savings account. \$ _____ other (list) _____

Each item below must be annotated on your organization's financial statement. Round all amounts to the nearest dollar.

EXPENSES	Cash Operating Expenses Most Recent Fiscal Year Ending _____	Operating Budget Current Fiscal Year Starting _____
A. Personnel Administrative (Number of Positions ____)		
Artistic (Number of Positions ____)		
Outside Artistic Fees and Services		
Other Outside Fees and Services		
B. Space Rental		
C. Travel (Mileage, Lodging, Meals)		
D. Marketing		
E. Remaining Operating Expenses _____ _____ _____		
F. Total Cash Expenses (A through E)		
G. Deduct total expenses paid from Federal sources including SDAC grant(s) (From M below)	(_____)	
H. Total Eligible Cash Operating Expense (F minus G)		

INCOME	Income Most Recent Fiscal Year Ending _____	Income Current Fiscal Year _____
I. Admissions		
J. Contracted Services Revenue		
K. Other Revenue (Please specify)		
L. Cash Support Corporate _____ Foundation _____ Other Private _____		
M. Government Support City/County _____ Regional/State _____ Federal _____ All SDAC Grant(s) _____		
N. Applicant Cash (See page 12)		
O. Total Applicant Cash Income (I through N)		
P. Grant Amount Requested from SDAC (10% of Total Eligible Cash Operating Expense from H above)		

ARTS CHALLENGE GRANT CHECKLIST

HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

Send one copy of the application form and attachments. Pages must be single-sided, 8 1/2" x 11"; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

Checklist of Materials

- 1. Application Form (page 99)
- 2. Application Narrative
- 3. Program brochures or equivalent documentation
- 4. List of principal administrative and artistic staff
- 5. List of current board of directors
- 6. List of planned activities
- 7. Long-range plan
- 8. Budget Information (page 101)
- 9. Year-end financial statement
- 10. List of major contributors

Order of Assembly for Mailing

